

# BISHOP SUTTON VILLAGE HALL

## USEFUL INFORMATION

### 1.0 Entry to the building

Keys are no longer issued to gain entry to the hall but use an electronic numerical code which is unique to the hirer in order for us to have an audit trail of the use of the code. The code pad is adjacent to the entry door, next to the AED. Your code number will be issued to you once payment has been received.

Lights will automatically come on in the corridor as entry to the building is made. These cannot be switched on or off manually.

### 2.0 Video Surveillance System (VSS – CCTV)

Video Surveillance System equipment is installed around the building and the entrance hall to monitor and manage use of the facilities and ensure only authorised people gain entry to the building. The system is owned and operated by Stowey Sutton Parish Council and managed by the village hall committee. Recordings are retained for 31 days.

### 3.0 Main hall floor

We have recently spent many thousands of pounds stripping and revarnishing the main hall floor. Please ensure you and your guests treat it with respect and do not drag chairs, tables or other hard objects across the floor. . If there are spillages, please ensure you follow the guidelines to make sure no permanent damage is caused to the floor.

### 4.0 Location and use of cleaning equipment

Cleaning equipment is in the cupboard in the corridor close to the door to the corridor from the hall by the stage and cleaning cupboard is directly in front of you. There are mops, buckets and brushes there.

The Henry vacuum cleaner is kept beneath the stairs to the Taylor Room in the corridor.

### 5.0 Cleaning spillages of fluid in the hall

Should spills occur in the hall or other room, these should be cleaned up using kitchen towels/rags, etc. **The hall floor should not be mopped.**

#### 5.1 General cleaning of hall floor

To repeat, the hall floor should not be mopped. Once the hall is vacated of users, those cleaning the facilities should use brooms, vacuum cleaners and scissor brushes to clean the floors.

### 6.0 Wi-Fi – passwords

Village hall - Bi5H0pSutt0nHa11

Hall Mesh - Bi5H0pSutt0nHa11

## 7.0 Changing temperature of the room heating thermostats

The Heating (when required) is set at 18-degrees centigrade however if you need to turn it up or down you can by twisting the knob. It will re-set to 18-degrees after your period of hire.

## 8.0 Setting up of chairs/tables – location of equipment

The folding tables are kept under the stairs in the corridor on a moveable trolley.

There are 120 chairs kept in the new store room with the wheeled mover; these are stacked in 10's. These need to be stored 'backwards' for moving by the trolley mover. A further 25 chairs are kept at the rear of the gents changing room. Please ensure no more than 25 chairs are stored in this changing room.

Please return all chairs to where they have been taken from when finished using.



## 9.0 Kitchen Facilities

### 9.1 Use of hot water urn

The hot water urn is situated on a work top in the kitchen; it should be empty of water from the last use. To fill up, there is a hose pipe attached which will need to be turned to the on position (below the work top). Switch on the electric supply via the nearby plug and the hot water should be ready to use within 15 minutes.

On finishing the use of the urn, please turn off the power, the water and turn the urn tap to the sink and empty the remaining contents of water directly into the sink until it is empty; empty the overflow tray. Return the urn to its 'home' position. Full instructions are contained in a folder behind the urn.



## 9.2 Microwave

There is a basic microwave in the corner of the work surface. To open the door, press the lower silver button on the bottom right of the device.



## 9.3 Fridge

There is a small fridge available to be used in the kitchen which is left switched on.



## 9.4 Kitchen Fan

There is a wall mounted electric extractor fan close to the kitchen hob and oven, should it be necessary to cool the kitchen and extract odours and steam, etc. There is a small 3-switched control below the fan which can fine tune the use. The main electric switch to turn it on and off is to the right of the fan beneath the 'gas solenoid' switch.



## 9.5 Kitchen Servery Shutter

The kitchen servery shutter is electronically controlled to higher or lower it; force must not be used.

To raise it, simply press the button to the right, up or down as required.





## 10.0 Bar Facilities

### 10.1 Light switches

The rank of light switches for the bar area are situated on the right as you enter the door, each with their description of function on them.



### 10.2 Bottle Fridges

There are two large bottle fridges situated below a worktop to keep drinks cool. The power switches for these are at the top of the rank of switches. Please remember to turn these off on completion of the event.



### 10.3 Use of serving hatch from bar – raising/lowering shutters

There are two serving hatches from the bar area to the lounge and corridor. The one to the hallway is electronically controlled to higher or lower it; force must not be used.

To raise it, simply press the button to the right, up or down as required.



The shutter leading to the lounge from the bar area is a manual operation and a key retained in the lock on the inside, is required to unlock the shutter. It can then be lifted and remain in the up position. It must be lowered and locked on completion with the key left in the lock.



### 10.4 Use of the glass washing machine

The glass washing up machine is situated beneath the sink in the bar area. The cycle is very quick and the Start/On/Off controls are situated at the top of the machine and easily read. The power for this machine is below the rank of light switches beside the door.



## 10.5 Hot wheeled cupboard

There is a cupboard to keep food/plates warm stored in the bar. This will need to be plugged in to heat up. It can be moved to the kitchen if required but returned after use.





## **11.0 Toilet Lights**

Automatic lights have been fitted to the gents, ladies and disabled persons' toilet. They will switch on when detecting movement and will switch off after a prescribed period. Please do not try to switch these lights on or off.

## **12.0 Stage Lights and Spotlights**

Those hiring the stage can use the lighting supplied to illuminate it. There are a number of lights and switches that can be used.

### **12.1 Stage Flood Lights**

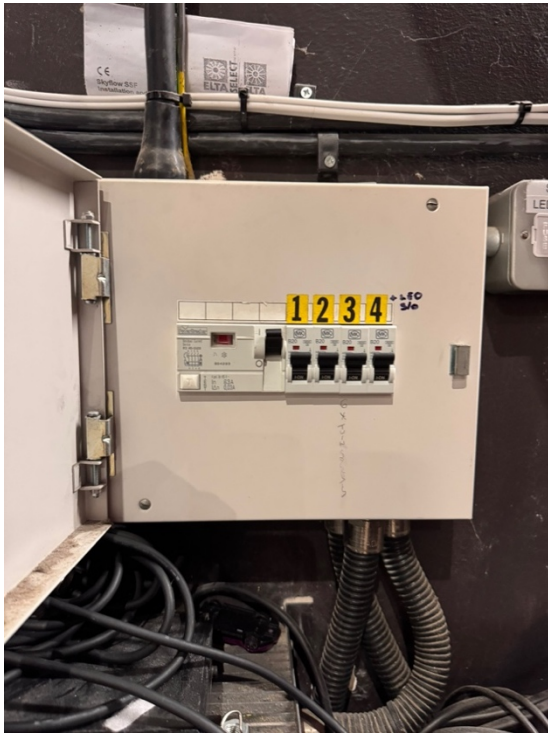
The stage flood lights can be switched on with the light switch (on the left of the main curtain as you look at the stage from the hall); it is marked "Stage Flood Lights". This will switch on the four lights inside the pelmet curtain at the front of the stage.



### **12.2 Other Stage Lights**

The other stage lights can be switched on using the master switch (on the left of the main curtain as you look at the stage from the hall); on the extreme left switch of those numbered 1-4. This will illuminate stage lights and those situated on the hall wall at the front of house.



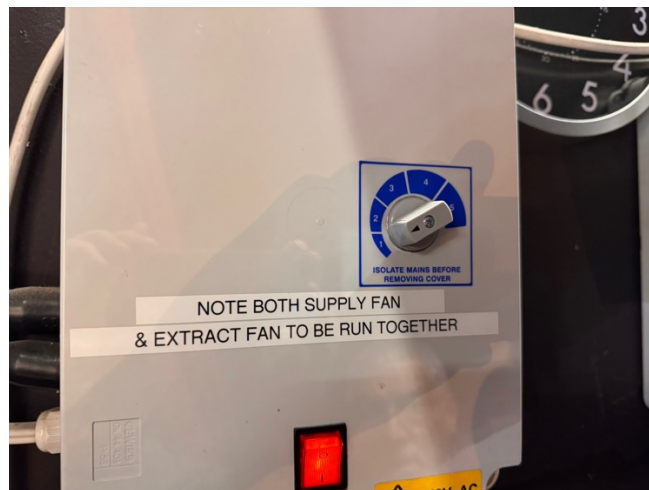


Wall spotlights switched on from stage

### 12.3 Extractor Fans

There are two large extractor fans situated at each end of the main hall building. In hot weather it may be required to cool the hall by extracting the hot air. N.B. Both fans need to be switched on at the same time.

The two main master switches for the fans are situated (on the left of the main curtain as you look at the stage from the hall); the actual switches and speed of the fans (and consequently how much noise is generated by them) is controlled by the two independent fan controls.



### 13.0 Use of Microphone/loudspeaker/Public Address system – Stage Area

The installed sound system is available for hall users (with prior permission). Please use it but be gentle. It is capable of reasonably impressive sound levels. Remember this isn't Glastonbury, and unless you've also given free tickets to our neighbours keep the volume reasonable :)

#### 13.1 Getting Started

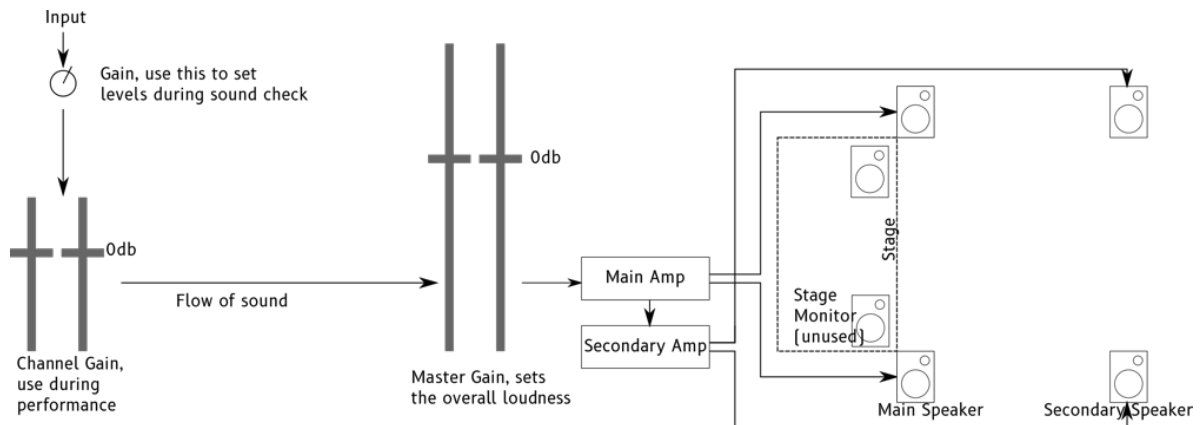
- 1) Power on the mixer and amplifiers. Check for lights on the mixer and the amplifiers
- 2) Bring the sliders on the mixer up to about 2/3rds. This is labelled '0db'
- 3) Unmute the microphone with the switch on the mic. Your voice should be heard on the speakers
- 4) There is a 3.5mm input suitable for connecting to a laptop or phone. This is connected to the 'STE1' channel
- 5) To playback over Bluetooth, go to the Bluetooth menu on your phone or PC and pair with the device 'C39S'

6) If you can't pair, then check the small black box is powered up and says 'Rx BT Pairing'

7) Bluetooth is connected to the 'STE2' channel on the mixer

## 13.2 Understanding the Mixer

The mixer consists of a number of 'channel strips.' They run vertically down the left part of the mixer. If no sound comes out, then check a) the mic is un-muted b) the input gain is around 2 o'clock c) the gain sliders are at 2/3rds d) the master gain sliders are at 2/3rds.



## 14.0 Leaving the building

Close all curtains and blinds, turn off all lights, take all your litter and rubbish away.

There are external, timed lights to exit the building for the front and rear of the car park when it is dark. These are two push buttons switches situated next to the exit door adjacent to the kitchen. These should be pressed and will automatically shut off after a prescribed period. The front lights will remain on for 2 hours or until switched off. The rear lights will switch off after 15 minutes.



## **15.0        Contact**

Any problems or questions please contact: -

**Dave Shepherd (Bookings Officer) on 07508288727 or**

**[info@bishopsuttonvillagehall.com](mailto:info@bishopsuttonvillagehall.com)**